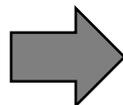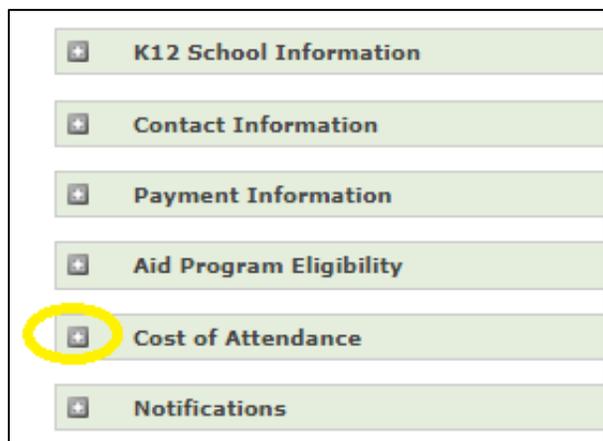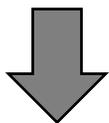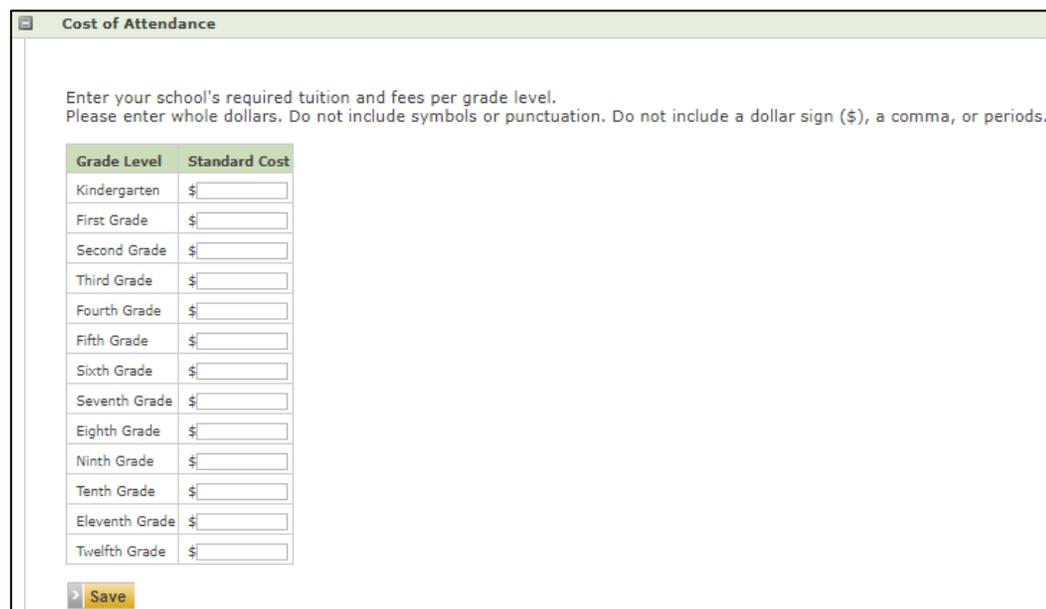# Cost of Attendance Functionality – NC K12 Programs

The Cost of Attendance functionality will save schools time during the Certification process. The information added to Cost of Attendance should be the school's "Standard Cost". The standard cost is **what a typical student at this grade level costs for the academic year**. The Cost of Attendance functionality will then populate the "Standard Cost" in each student's Certification section per the grade level.

Once the Certification process is activated, schools will have the ability to adjust the Standard Cost within a student's record to correct any errors in the amounts reported or the grade level selected for a student.

To access the Cost of Attendance functionality, once logged into MyPortal:

1) Select "School Information" under **School**.

2) Click on the "+" for **Cost of Attendance** to expand the list.

3) Enter the school's required tuition and fees per grade level and click "Save".

The Cost of Attendance process is different from Certification and the Tuition & Fees Schedule. Reporting the cost in this section is not required and is not an official report of a school's cost structure. The Cost of Attendance functionality will not be available for schools to access once Certification begins. After Certification begins, schools which have not completed Cost of Attendance in MyPortal will need to enter the standard cost for each student individually. Therefore, schools should complete this process at their earliest convenience.